

CONFIDENTIAL

Executive for Personnel & Administration

14 January 1947

Chief, Security Division

Records

DOC	6	REV DATE	01/06/80	BY	
ORIG COMP		OPI	31	TYPE	02
ORIG CLASS	C	PAGES	2	REV CLASS	C
JUST	22	NEXT REV	20/0	AUTH:	HR 70-2

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1. When the CIG Security Office was moved to the South Building, 2430 "E" Street, a card file was being maintained by [] for the purpose of keeping an accurate check on the status of cases being handled by the Security Division for investigation and security clearance. [] and [], when advised of this procedure, stated that they deemed the keeping of such a record unnecessary and a duplication of effort. They further stated that adequate records were being maintained by the Records Section. This card file being maintained by [] was continued, however, due to the fact that the Chief, Security Division, on the basis of brief checks, determined that accurate records were not being kept by the Records Section and therefore it was necessary that this card file be continued.

2. On or about 23 December 1946, a voucher was received from the FBI billing the CIG for the amount of \$17,800 for investigations performed on 178 applicants for positions in CIG. This voucher with attached list of names was turned over to the Records Section to check as quickly as possible. It took the Records Section approximately 25 hours to make this check.

3. On 3 January 1947 the Records Section was directed to submit certain information on investigations being handled by the Security Division. A 26 hour period elapsed before this report was made and its accuracy was doubted.

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4. On 6 January 1947 [] Chief, Records Section, was directed to make a report to the Chief, Security Division, as to the number of cases pending investigation with the FBI for more than six weeks, the report to be made as of 1700 hours 8 January 1947, and to reach the Chief, Security Division, not later than 1100 hours 9 January 1947. This report was not received until 10 January 1947 and it was noted at first glance that it was in error. [] was directed to make the necessary corrections on cases shown as pending since before 20 November 1946. The corrected report showed that only 14 cases were pending when the original report showed 38 cases as pending with the FBI. Therefore, the report was incorrect on 24 out of 38 cases. [] stated that corrections were made by the use of the card file maintained by [].

4. On Friday morning, 10 January 1947, [] came to me and stated that Colonel Galloway had directed that no cases be handled or names recorded on SO personnel except by SO personnel of the Security Division, and therefore, we must discontinue the card file maintained by [] (Secretary to the Chief, Security Division) on all personnel being recruited for SO.

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5. On Tuesday morning, 14 January 1947, [] reiterated to [] (Administrative Assistant to the Chief, Security Division) that no log would be maintained on Personal History Statements, requests for security clearance, or investigative reports received on SO personnel.

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6. [] reports that members of the Records Section continually refer to her records to ascertain the status of cases. There have been occasions when the Records Section could not even locate a file and came to [] in attempts to locate case and determine if it had been received in the Security Division.

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7. This card file has not been discontinued and will not be discontinued until the Chief, Security Division, is directed in writing to do so.

[]
Chief, Security Division

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